

FAQ

Annual Financial Pre-Qualification

1. Why is MoDOT requiring firms to be pre-qualified?

The Missouri Department of Transportation (MoDOT) is performing financial pre-qualifications for engineering, architectural and land survey consultants who wish to provide professional services to MoDOT and the Local Program projects (city/county projects) utilizing federal funds.

The pre-qualification process was developed to comply with new AASHTO Guidelines published in the Uniform Audit & Accounting Guide-2010 Edition, which will be incorporated into the Code of Federal Regulations, Title 23 (23 CFR). This process also ensures MoDOT and Local Program projects are in compliance with state regulations. MoDOT requires all consultants adhere to the guidelines set forth by the Department before being considered a pre-qualified consultant.

The Department will examine the application and notify the company of any apparent errors or omissions and request any additional information required by the Department to properly evaluate the application. **The company must submit any requested information to the Department within 30 days of receipt of the Department's request** for such information. Companies must submit revised information in the event of a change in status of the firm, including change of ownership, change in the form of the business entity under which the firm operates, significant change in staff used to qualify the firm to perform any type of work or any other change which would significantly impact the information already provided.

AASHTO website:

<http://audit.transportation.org/Documents/UNIFORM%20AUDIT%20AND%20ACCOUNTING%20GUIDE%202010.pdf>

2. What is the pre-qualification deadline?

Firms must be listed on the Approved Annual Financial Pre-Qualification List and the expiration dates must not have passed to be eligible to provide professional services to MoDOT and Local Programs after **December 31, 2012**.

3. Is it necessary to complete all the items, A through H before our firm can be considered for review?

Yes, all the documents are required to be completed before MoDOT will begin the evaluation of the pre-qualification documents.

4. My firm is listed on the Approved Annual Financial Pre-Qualification List and the dates are about to expire. Will all the forms, A through H, be required to renew our pre-qualifications with MoDOT?

Yes, all the documents are required to be completed before MoDOT will begin the evaluation of the pre-qualification documents.

5. My firm's pre-qualification expiration date has not passed, however, the E-verify has expired. What do I need to do?

If the E-Verify date has expired, submit the Annual Worker Eligibility Affidavit and no less than the first page and the signature page of your firm's E-Verify MOU. The signature page must show your firm's and Department of Homeland Security signatures to be valid. Both documents must be received to fulfill the E-Verify requirement.

Department of Homeland Security (DHS) link:
[DHS Federal Work Authorization Program E-Verify](#)
and
[Annual Worker Eligibility Affidavit Form](#)

6. My firm's overhead rate has not been audited. What do I need to submit?

If your firm's overhead rate has not been audited, you will need to submit the documentation used to develop the overhead. Those documents are:

Overhead rate schedule

Income statement

Balance Sheet

General Ledger

Account Balances

Tax Returns,

and any other pertinent financial information that supports the overhead schedule. MoDOT's Audits and Investigations Unit may request additional financial information during the review process.

7. My firm's overhead rate has been audited. What do I need to submit?

If your firm's overhead has been audited, the audit report will need to be submitted. Review the report to ensure the inclusion of compensation analysis notes and outcomes.

If your home state completed the audit for your firm, include the cognizant letter from the state.

8. My firm has not completed a compensation analysis. What information is required?

If your firm has not completed the compensation analyses please provide the following wage information (separately, as noted):

Position Title for top 5 highest paid employees:	Total wages <u>paid</u> including taxable fringe benefits:	Total bonuses <u>paid</u> :

9. What is the Internal Control Questionnaire (ICQ) and how do I complete the questions if I am unsure of the answer?

The ICQ is a document the Audits and Investigations Unit uses to assist in the determination of accuracy of recorded financial information and the controls in place to ensure a proper accounting system is being utilized to properly record, summarize and transfer transactions in the company's system(s). Please contact the Audits and Investigations Unit at (573) 751-7446 for assistance in completing the ICQ.

10. What is the Management Representation and Certification?

The Management Representation and Certification is a FHWA Policy, Order 4470.1A, on Contractor Certification of Costs in Accordance with Federal Acquisition Regulation (FAR) to establish indirect costs rates on Engineering and Design-related Service contracts.

The policy applies to all consultants, including sub-consultants, and requires consultant and contractor certification of the costs used to establish indirect cost rate(s) used in the application to Federal-aid engineering and design-related services contracts. The Management Representation and Certification Form http://contribute.modot.mo.gov/business/consultant_resources/documents/JREVISEDMANAGEMENTREPRESENTATIONANDCERTIFICATION.pdf must be completed and submitted as part of the financial pre-qualification process.

Note: If a sub-consultant is billing as a lump sum, the prime consultant must still obtain a Management Representation and Certification Form if the lump sum includes overhead charges by the sub-consultant.